Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

OL/SD/☐ FTB - 1 STAT

1. TITLE OF REPORT (if a fill-in report include Form No.) ACTIVITY REPORT	2. TYPE OF REPORT		STATISTICAL
		XX	NARRATIVE
			MACHINE-MADE LISTING

3. FUNCTIONAL AREA	XX	PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	WEEKLY	1

STAT

7. FORMAT (memorandum, form computer print-out, etc) MEMO.	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	CHIEF, ☐
	XXX	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report) OL/SD/☐/FTB	11. FEEDER REPORTS (State total number and identity by title, Form No., or nomenclature. Attach separate sheet if necessary.)

STAT

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	$8.06		1/4 Hr.		$2.02		52		$105.04
GS-05	3.15		1/4 Hr.		.79		52		41.08
							26 hrs		

B. COSTS OF COMPUTER PRODUCED REPORTS

	TOTAL COSTS PER YEAR	$146.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report presents review of major items of interest which occur within the weekly reporting period.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
XXX RETAIN AS IS ☐ OTHER (explain) ☐ CHANGE ☐ DISCONTINUE		MAN-HOURS	DOLLARS
			STAT

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
9/22/70	CHIEF, FREIGHT TRAFFIC BRANCH	

STAT

FORM 142

Classification